



PLANNING AND DEVELOPMENT DEPARTMENT

George A. Patty

PH: (706) 312-5050 FAX: (706) 312-4277

Director

Building Permit: (706) 312-5050

1815 Marvin Griffin Road

Business License: (706) 312-5053

P.O. Box 9270

Alcohol License: (706) 312-5033

Augusta, GA 30906

Code Enforcement: (706) 312-5049

CLOSE ACCOUNT

As owner of the business listed below, I am requesting that the business be closed for one of the following reasons.

Name of business _____ Account# _____

Signed _____ Date: _____

☐ Owner

☐ President of corporation or partnership

Check all that apply

☐ Out of business -- Business closed as of: _____

☐ Sold business. New owner is _____

☐ Owner deceased. Copy of death certificate attached

Other _____

You may fax the completed form to (706) 312-5037 or mail it to the address listed below to the attention of Kathy Y. Jackson. To send this form electronically you must print and complete all appropriate spaces. Once printed and completed you may scan and e-mail this document to closemybusiness@augustaga.gov. Please enter **"Close Account"** in the subject line before sending.

Important note: The person signing this form must be the owner of the business or an authorized individual listed on the original application. For partnerships and corporations, it must be signed by the President or CEO of the organization who also must be listed on the application on file.

**Planning and Development
P.O. Box 9270
Augusta, Ga. 30906**